



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Parks, Recreation & Historic Sites Division Maintenance & Construction Section Room 707, 270 Washington Street Atlanta, Georgia 30334	Application Number <b>80-305</b>	
Application Number		Date Received <b>JUL 21 1980</b>	Date Completed <b>AUG 14 1980</b>
2. Person to Contact <b>Jeff Naugle</b>		Working Title <b>Chief-Maintenance &amp; Construction</b>	Telephone Number <b>656-2770</b>
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest <b>July 1976</b> to date		5. Records Series Title (followed by title used in office, if different) <b>Maintenance &amp; Construction Section Correspondence Files</b>	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  <b>The Maintenance and Construction Section is responsible for administering new facility construction and dam safety.</b>			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <u>maintenance and construction of State parks and dam safety.</u> <u>(administering)</u>  Included are:      routine correspondence between the Maintenance and Construction section and architects, engineers, suppliers, employees, contractors, other DNR divisions, and Parks and Historical Regions I, II, III, and IV.  File is arranged:      chronologically by fiscal year; thereunder alphabetically by subject.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>5</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? Contracts etc. duplicated If yes, where? and stored <u>under schedule #73-595</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>2</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

To assure requested actions are completed

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>J. B. Nangle</i>	7/17/80	<i>Pat Davis</i>	7-17-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-29-80
		Secretary of State/Designee	7-25-80
		Attorney General/Designee	8-13-80